



### **MEDIATION/FACILITATION TRAINING OPPORTUNITITES AVAILABLE**

The SFEB Alternative Dispute Resolution Consortium is once again sponsoring mediation and facilitation training opportunities for interested public sector employees.

The mediation training is an intensive 40-hour course. It is presented by the Dispute Resolution Center of Snohomish & Island Counties or Pierce County Center for Dispute Resolution and provides the first necessary step in becoming a certified mediator. However, the skills provided by dispute resolution training are invaluable to anyone wishing to enhance their communication and negotiating skills. Those who wish to pursue certification as a mediator must complete the training, followed by a written exam, six observations of mediations, a mock mediation, and co-mediation of 6-12 cases with a certified mediator.

The facilitation training focuses on the skills needed to plan, organize, and facilitate a large group meeting – including assessment, problem definition, and development of ground rules, agenda building, brainstorming, group dynamics, and the nuts and bolts of facilitating large groups. Students will have the opportunity to learn this dynamic process through presentations and highly interactive experiences. Previous experience in dispute resolution as a mediator or a facilitator is most beneficial.

Both training sessions will be held in the spring of 2005. Two mediation training opportunities (or one mediation and several facilitation training opportunities), covering the cost of the basic training, are being made available to public sector employees interested in becoming a certified mediator or expanding their skill set to include facilitation.

Those selected will be expected to complete the entire training course and commit to mediating/facilitating for the SFEB ADR Consortium, a minimum of four times per year for at least two years.

Applications for the training opportunities must be submitted to the Seattle Federal Executive Board by Friday, February 11, 2005. See the registration form below for details or call Chris Koser in our ADR office at (206) 526-4144.

## **Seattle Federal Executive Board Alternative Dispute Resolution Consortium Scholarship Program**

Recipients of the SFEB Alternative Dispute Resolution Consortium Training Scholarship will receive the basic training in mediation or facilitation at no cost. Training will be provided by the Dispute Resolution Center of Snohomish and Island Counties or the Pierce County Center for Dispute Resolution.

Recipients of the mediation scholarship agree to complete the practicum necessary to receive certification as a mediator. This practicum requires completion of the 40-hour basic training, successful completion of a written exam, the observation of six mediations, successful completion of at least one mock mediation, and co-mediation of six cases with a certified mediator.

Mediation and facilitation scholarship recipients also agree to commit to a minimum of four mediations/facilitations for a period of two years with the SFEB Alternative Dispute Resolution Consortium. If this commitment is not upheld, the recipient will be required to repay the cost of the training.

The Consortium is chartered to administer the sharing of the expertise of public sector employees trained in alternative dispute resolution. Consortium members provide ADR services at no charge to participating federal and local governmental agencies.

### **Application Process**

Nominations must be submitted by the applicant and signed by the applicant's supervisor. The SFEB Alternative Dispute Resolution Board will be responsible for the selection of scholarship recipients. The following factors will be considered in the selection process:

- The applicant's interest in the mediation/facilitation program.
- The commitment of the applicant and his/her immediate supervisor in completion of the mediation practicum, and commitment to participate at least four times per year for a minimum of two years as a mediator/facilitator in the SFEB Alternative Dispute Resolution Consortium.
- The experiences and capabilities the applicant would bring to the Consortium.
- The written recommendation of the applicant's immediate supervisor.

*Selections will be made without regard to race, ethnicity, national origin, gender, religion, and age, physical or mental disability.*

Submit the completed application package to the SFEB by Friday, February 11, 2005 to:

**Chris Koser, ADR Program Manager  
Seattle Federal Executive Board  
7600 Sand Point Way N.E. WRC-1  
Seattle, Washington 98115**

**Applicant's Name:** \_\_\_\_\_

**Agency and Address:** \_\_\_\_\_

\_\_\_\_\_

**Position Title and Grade:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**To the Applicant:**

To be considered you should submit:

- This completed nomination form, signed by the applicant and applicant's supervisor.
- Letter of support from the applicant's immediate supervisor, stating their understanding that the applicant/selectee will be given duty time to perform the training and the subsequent meetings and mediations.
- Responses to the following questions:
  1. What are your personal and professional development goals and objectives, and how would your involvement in the SFEB Alternative Dispute Resolution Consortium further these goals and objectives?
  2. What experiences and skills do you have that would make you a good mediator or facilitator?
  3. What type of volunteer activities are you now, or were you previously, involved in?

**To the Applicant's Supervisor:**

Please provide a letter of support. Include your reasons as to why you are nominating this individual for this training scholarship, and how you expect the nominee to benefit from involvement in the SFEB Alternative Dispute Resolution Consortium. Please limit your comments to a single page.

In making this nomination, the supervisor acknowledges that, if selected, the scholarship recipient will complete the mediation practicum for certification as a mediator, offered through the Dispute Resolution Center of Snohomish and Island Counties or the Pierce County Center for Dispute Resolution. Furthermore, the scholarship recipient will participate as a mediator (in-training or certified) in the SFEB Alternative Dispute Resolution Consortium a minimum of four times per year for a period of no less than two years and that duty time will be granted to perform these activities.

\_\_\_\_\_  
Signature of Applicant Date

\_\_\_\_\_  
Signature of Applicant's Supervisor Date